



# Wisconsin Elections Commission

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**DATE:** May 9, 2023

**TO:** Wisconsin Municipal Clerks  
City of Milwaukee Election Commission  
Wisconsin County Clerks  
Milwaukee County Election Commission

**FROM:** Riley Willman                      Allison Coakley  
Elections Supervisor                  Training Coordinator

**SUBJECT:** Municipal Clerk Training Report Posted for 2022-2023 Term

## **Training Report**

We have posted the Municipal Clerk Training Report in advance of the December 1, 2023 deadline so that clerks can see the number of training hours they have reported so far this term, as of May 5, 2023. The report will be updated monthly until later this year, when it will be updated more frequently as we near the end of the current training term.

Please contact us if you are a municipal clerk and do not appear or your information appears incorrectly in the report. Deputy clerks and other office staff who have submitted training information are not listed on this report as they are not required by state law to be certified.

The training report is displayed in HINDI number order. This order may be helpful for county clerks interested in reviewing the training reported so far by the municipal clerks in their respective counties. Municipal clerks can search the report by selecting CTRL + f on their computer keyboard and entering their HINDI number, name, or jurisdiction in the text box.

If you have training to report to us, please use the form on our website: [Clerk Reporting Form](#) or enter the training directly into WisVote if you use the system. You can find directions on how to enter your training directly into WisVote by visiting [The Learning Center \(TLC\)](#). The training will be displayed as “approval pending” until we review the training submission and mark it approved or denied. It will still appear in the posted training report. **Training taken in The Learning Center (TLC) does not post to your WisVote training record.** Our goal is for a future platform of TLC to do so.

## **Training Requirements**

Municipal clerks are required by state law to take and report at least six hours of election training each 2-year training term to the Wisconsin Elections Commission. For training purposes, municipal clerks are currently in the 2022-2023 and must complete this term’s election training by December 31, 2023. Election training taken between January 1, 2022 and December 31, 2023 will recertify a municipal clerk for the 2024-2025 term.

*Wisconsin Elections Commissioners*

Don M. Millis, chair | Marge Bostelmann | Joseph Czarnecki | Ann S. Jacobs | Robert Spindell | Mark L. Thomsen

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Administrator  
Meagan Wolfe

For new municipal clerks, three of the six hours must be the Municipal Clerk Core (MCT Core) training class. Clerks who need to take the MCT Core class should follow the instructions for “new municipal clerks” on our website: <https://elections.wi.gov/clerks/education-training/municipal-clerk-cert>.

### **Training Resources**

Election training that counts toward clerk certification is listed on our website: <http://elections.wi.gov/clerks/education-training/municipal-clerk-cert>. For example, the webinar recordings conducted live and then archived on the WEC website can be viewed on a computer in The Learning Center. Clerks can receive training credit for the length of the webinar, which typically runs about one hour each.

### **Questions**

If you have any questions, please contact Allison Coakley: [allison.coakley@wi.gov](mailto:allison.coakley@wi.gov) or (608) 261-2033. Thank you.